



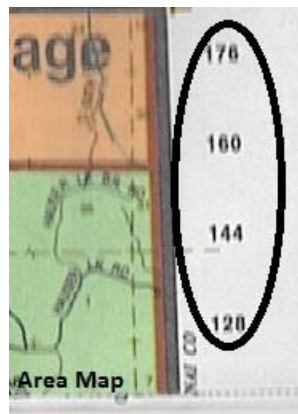
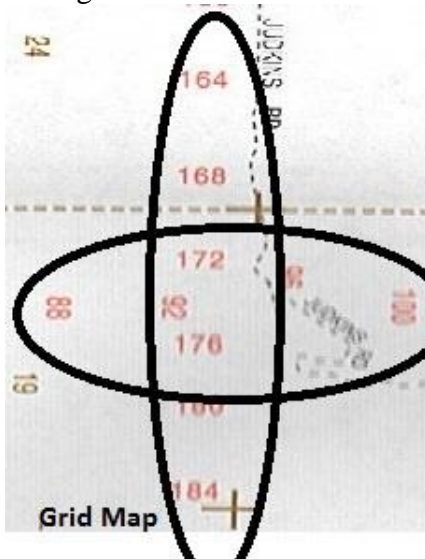
July 13, 2018

RELEASE AND RE-LIST POLICY

Listing a property, canceling it and entering it in as "NEW" is not acceptable. You must have a minimum of 30 days after canceling a listing before you can enter it in as a "New" listing in the same office. This is a fineable offense and will be closely monitored.

DO YOU HAVE TROUBLE FINDING THE BLOCK NUMBERS FOR YOUR PROPERTIES?

On the grid map, there are small numbers in red that designate the block numbers. The back of the grid map has the block numbers on the bottom and right sides. The images below show what the block numbers look like. Getting the block numbers correct greatly helps agents locate the property.



PLEASE DON'T USE 0 AS A GRID NUMBER IF YOU ARE UNSURE

If you don't know what grid your property is in, putting 000 does not work. 000 is an actual grid located in Southeast Spokane County near Rockford. We are getting quite a few complaints about listings entered in grid 000 that are actually located in other areas. If you do not have a grid map handy, the grid map is online. Just click on the Maps button on the home page of Paragon, or you can always call the SAR office if you are unsure of the grid for a property.

